

## STEP 1 – Login to Online Employer

1. Open Internet Explorer.
2. Press Alt.
3. Click Tools.
4. Click Internet Options.
5. Click the Security tab.
6. Click Custom Level.
7. Scroll to Automatic prompting for file downloads.
8. Enable it.
9. Scroll to File download.
10. Enable it.
11. Go to <http://www.visionpayroll.com>.
12. Click 'User Login'.
13. Login to Online Employer.
14. Click the 'General Ledger' tab.
15. Click the company you want to import the QuickBooks file for.
16. Under 'Post to GL', click 'Open'.

## STEP 2 – Export Pay Run

1. Click on the date of the payroll you want to upload to Web GL posting.
2. You will see the payroll totals from that pay run matched to the GL accounts.
3. If desired, click on any pay category to view the detail. If not, skip to step 5.
4. After viewing the pay category detail, click 'Exit' when finished.
5. The actual posting screen allows a review of summary and detail totals of any pay run prior to posting to QuickBooks. Click on 'Save Payrun'.
6. Run any hard copy reports on this pay run by clicking 'Report'.

**Online Employer** Payroll

**YOUR SAMPLE COMPANY** DEMO

**General Ledger Interface - Payrun (1/7/2004 - 1/13/2004)**

Use this screen to map QuickBooks Account and Class information, as well as item descriptions, for your general ledger entry. Click the '?' icon in the upper left portion of this page for Help.

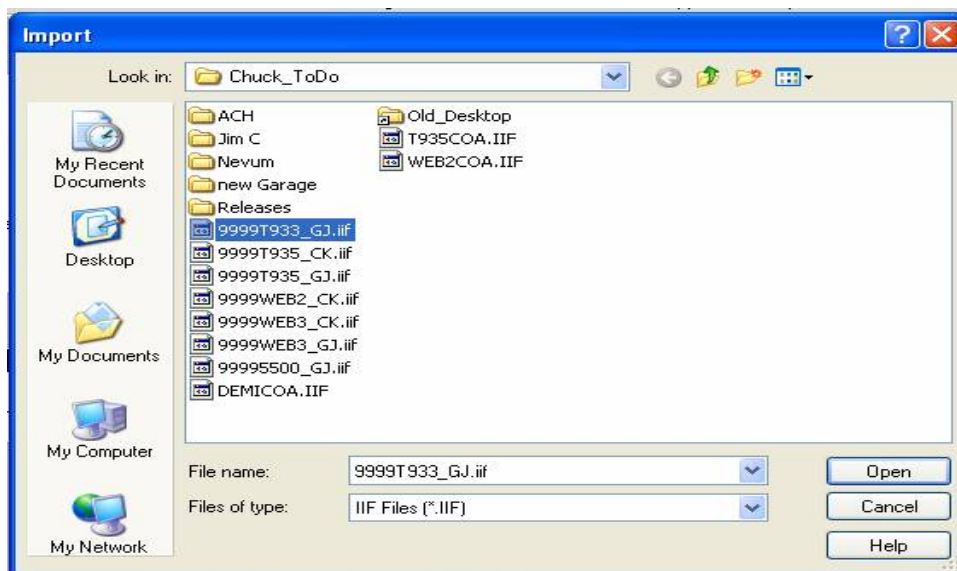
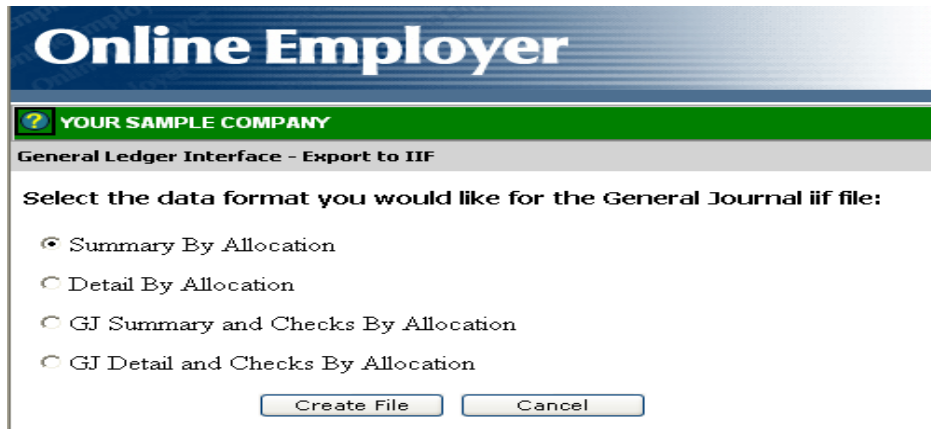
**Payrun is mapped and Journal is balanced.**

Acct Type: **B (Bank); E (Expense); L (Liability)**

	Acct			Amount	Description
	D/C Type	QB Account			
<b>Recording Payroll Expense</b>					
<u>Gross Payroll Expense</u>	D	E 6561 - Payroll Expenses:Gross Payroll Expense		\$14279.40	See Detail
<b>Cash (Net Payroll)</b>					
				<b>\$10066.40</b>	
<u>Net Pay Checks</u>	C	B Payments on Account		\$7691.28	Net Pay Checks
<u>Net Pay Vouchers</u>	C	B Payroll Checking Account		\$2375.12	Net Pay Direct Deposit
<u>EE Taxes Withheld</u>	C	L/E 6570 - Payroll Expenses:Payroll Tax Expense (EE)		\$3099.18	Employee Taxes Withheld
<u>EE Deductions Withheld</u>	C	L/E 6575 - Payroll Expenses:Payroll Benefits Expense (EE)		\$1113.82	See Detail
<b>Record Employer Tax &amp; Benefit Expenses</b>					
<u>ER Tax &amp; Ben. Expense</u>	D	E 6561 - Payroll Expenses:Gross Payroll Expense		\$2699.30	See Detail
<u>ER Taxes Payable</u>	C	L/E 6580 - Payroll Expenses:Payroll Tax Expense (ER)		\$1601.86	Employer Taxes Payable
<u>ER Benefits Payable</u>	C	L/E 6585 - Payroll Expenses:Payroll Benefits Expense (ER)		\$1097.44	See Detail

### STEP 3 – Save and Download the QuickBooks .IIF file

1. Click on 'Export' button.
2. Select 'GJ Summary and Checks By Allocation'.
3. Click on 'Create File'.
4. Click 'Save'.
5. The 'Save As' box should now be visible.
6. Save the file.
7. Close the box and logout of the General Ledger Interface.



## STEP 4 – Import File into QuickBooks

1. Backup your QuickBooks file so that you may restore if there are any problems with the import.
2. Click 'File', 'Import', 'IIF Files...'
3. Select the downloaded file and QuickBooks does the rest.

